



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

August 18, 2015

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: Pamela Barr
STATE CONTRACT PROCUREMENT OFFICER
302-857-4570

SUBJECT: **AWARD NOTICE - Addendum #2, Effective September 15, 2017**
CONTRACT NO. GSS15356A-PRESORT_MAIL
Presort Mail Services

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OF
KEY CONTRACT INFORMATION

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GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD

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Each contractor's contract shall be valid for a two (2) year period from September 1, 2015 through August 31, 2017. Each contract may be renewed for three (3) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Addendum #1 extends the contract for one (1) month through September 30, 2017.

Addendum #2 extends the contract for one (1) month through October 31, 2017.

3. VENDORS

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Print and Mail Communications LLC
7040 Colonial Highway
Pennsauken, NJ 08109
POC: Matthew Gorman
PH: 856-488-0345
FX: 856-488-0346
Email: mgorman@printnmail.net
FSF #: 0000135379

4. SHIPPING TERMS

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F.O.B. destination; freight pre-paid.

5. **PRICING**

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Prices will remain firm for the term of the contract year.

1 st Class USPS 5 Digit bar coded & 3 Digit, Basic, Pre-Sort rate	0.0132
1 st Class USPS Single Piece	0.0100
1 st Class Flat USPS 3 Digit, Basic, Pre-Sort and Single Piece	0.0000
Standard USPS 5 Digit bar coded rate	0.0470
Standard USPS 3 Digit, Basic, Pre-Sort and Single Piece	0.0470

ADDITIONAL TERMS AND CONDITIONS

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6. **BILLING**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

7. **PAYMENT**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. **PRODUCT SUBSTITUTION**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. **ORDERING PROCEDURE**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. **PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS15356A-PRESORT_MAIL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

11. REQUIREMENTS

- a. The successful vendor is required to sort all outgoing U.S. Mail as required to qualify for all pre-sort discounts; to package the mail in compliance with U.S. Postal regulation; and to deliver the mail to the U.S. Postal Distribution Center of the State's choice, servicing DE region, on the same day following pick up from the agency. Residual mail that did not qualify for pre-sort discount must be processed in accordance with U.S.P.S. rates within twenty-four (24) hours from receipt of agency, and delivered to the U.S.P.S processing facility.
- b. All pre-sort and residual mail with a Delaware address must be delivered to the facility of the State's choice for processing by U.S.P.S.
- c. Vendor Rates and Pricing: The successful vendor shall affix the USPS five (5) or three (3) digit barcode rate on each piece of mail for which it qualifies. The successful vendor will be responsible to affix any additional USPS postage to each piece of mail based on the pre-sort rate it qualifies for. The State will be invoiced by the successful vendor for additional postage.
 1. Pre-Sort fee that you will charge for each piece of mail, by pre-sort type if any.
 2. Residual mail is the responsibility of the successful vendor:
 - a. To get to Post Office
 - b. Must be processed and in USPS system within twenty-four (24) hours of receipt from state agency.
 3. The successful vendor will work with the State of Delaware to get best rate.
 4. Standard Flats may be needed on occasion, this service will be done on an as needed and quote basis.
- d. Pick up times from our locations (Dover and Wilmington) cannot occur before 4:15pm.
 1. The vendor will enter the Dover location through the door marked "Messenger Services" only.
 2. Should the overhead door be used, a \$25.00 fee will be assessed to the vendor via the next invoice to defray security response expenses.
- e. Receipts and Invoices
 1. The successful vendor will be required to provide and sign a receipt for the mail at the pick-up locations. The receipt will include the following information:
 - Date of pick up, meter date, and location
 - Number of trays
 - Total piece count
 2. The successful vendor is required to provide a **monthly** invoice listing the number of pieces by pre-sort type processed daily, i.e., 5 digit, 3 digit, MADC, ADC, Residual, from each originating location.
 3. The successful bidder will be required to provide a duplicate copy of each drop-ship receipt received from the U.S.P.S. processing center(s) and shall be attached to each invoice. Failure to provide attachments will delay invoice process.
- f. The successful vendor will be required to deliver needed Postal Supplies to locations upon request. These supplies would include mail cages, mail tubs, half and full trays and cardboard tray sleeves. Vendor will be required to deliver all requested supplies within 1 business day of request and to

pick up and deliver back to the Post Office any surplus supplies. All supplies needed to perform this service is the responsibility of the successful vendor.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

12. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

13. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

14. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

15. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to

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perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.

- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.